

SECRET

Classification

18

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140091-2

PREPARE IN DUPLICATE

DDS/OTR [] 30 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	X LOGISTICS	SECURITY	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
		1

7. FORMAT (memorandum, form computer print-out, etc.)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	EA / TR

Memorandum	X NO	10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
------------	------	---	---

DC/S []	None
----------	------

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00	X	1.0		11.00	X	2		\$22.00
GS-07	4.50		0.5		2.25		2		4.50

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$ 26.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF 25X1, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To provide a projection of anticipated requirements for []
Used by Special Assistant to DDS in programming overall [] 25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	25X1	ESTIMATED SAVINGS
X RETAIN AS IS	MAN-HOURS	DOLLARS
CHANGE		
DISCONTINUE		

15. DATE OF INVENTORY

9 October 1978 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140091-2

18. EXTENSION []